

CHILD CARE DIRECTOR

JOB DESCRIPTION

The Child Care Director is responsible for the care of MAX Students before and after regular school hours. This person must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children and employees, and be willing to fulfill responsibilities in accordance with the school's educational philosophy.

DUTIES

- Responsible for the care of students from 7:00 am – 7:40 am and from 3:00pm -5:30pm.
- Collect payments, keep records of payments and turn in collected payments daily.
- Keep records of attendance.
- Prepare snacks for students daily.

WORKING WITH STUDENTS

- Present a positive role model for students that supports the mission, vision, philosophy, and values of the school.
- Demonstrate behavior that is professional, ethical, and responsible at all times.
- Be professional in your conduct and demonstrate a professional image in speech and in appearance and/or attire.
- Model non-discriminatory practices in all activities.
- Treat all students with dignity and respect.

WORKING WITH OTHER PROFESSIONALS

- Alert the director/principal to any problem or special information about an individual student.
- Help contribute to a safe, courteous, and productive school climate before and after regular school hours.
- Participate in state-mandated training programs.
- Demonstrate ethical behavior and maintain confidentiality about children, their families, other employees, and all school business.
- Perform all reasonable duties assigned by the director/principal.

STATEMENT OF UNDERSTANDING: I have read the job description and understand the duties and responsibilities outlined. I understand it is my responsibility to act in the best interest of the MAX Charter School.

Date: _____ **Employee's Signature** _____

The MAX Charter School
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